

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
DIRECTORATE OF TRAINING: UNION TERRITORIES CIVIL SERVICES  
Institutional Area, Behind Karkardooma Courts, Shahdara Delhi-110032  
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Date: 23-12-15

To

All HODs / Local/ Autonomous Bodies and Corporations,  
Government of NCT of Delhi

**Sub: Training Programmes on "General Awareness and Orientation" for February and March-2016.**

The Directorate of Training has developed training / refresher programmes for middle / lower level officers / officials under the 'General Awareness and Orientation' category. During the month of February and March- 2016, two and one training programmes respectively on 'General Awareness and Orientation' will be organized as detailed below: -

S.No	Name of the Programme	Duration	Dates	Last date of Receiving nomination
1	Retirement Planning	One Day	19./02/2016 (Friday)	12/02/2016
2	Orientation Course for Staff Car Drivers/Vehicle Operators etc.	One day	29/02/2016 (Monday)	22/02/2016
3	Rights and Welfare of Senior Citizens-Care and Respect.	One Day	13/03/2016 (Friday)	04/03/2016

These courses are designed taking into consideration, the day to day job functioning of different level of government employees. Thus the focus of these courses is to address the practical problems faced by them, while dealing with the cases, thereby trying to mitigate the gap between their actual and expected job performance.

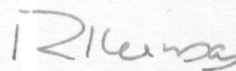
Participation in these courses would be beneficial to all those serving and especially those who are expected handle such assignment in future.

**TARGET BENEFICIARIES OF THE COURSES:**

- Training Programme (s) are for all Government Employees in the Departments of Delhi Government/Local/Autonomous Bodies and Corporations.

**Other instructions for the participants:**

- Participants may contact the undersigned for any information/clarification in respect of the training programme.
- Correspondence may be made on Tele Fax No. 22303843/22308556 or through Email address [adtrg5utcs.delhi@nic.in](mailto:adtrg5utcs.delhi@nic.in).
- Training is usually from 09.30 a.m. to 04.30 p.m. Refreshment & Lunch are included in the Trg.

  
( Assistant Director (Trg-V)  
Tel. No. 22308552

Copy to:

The Assistant Director- (CT), Dte. of Training: UTCS for uploading on the website of the Department.

  
Assistant Director (Trg-V)